USER MANUAL FOR RECORDING SICKNESS AND UNAUTHORISED ABSENCE

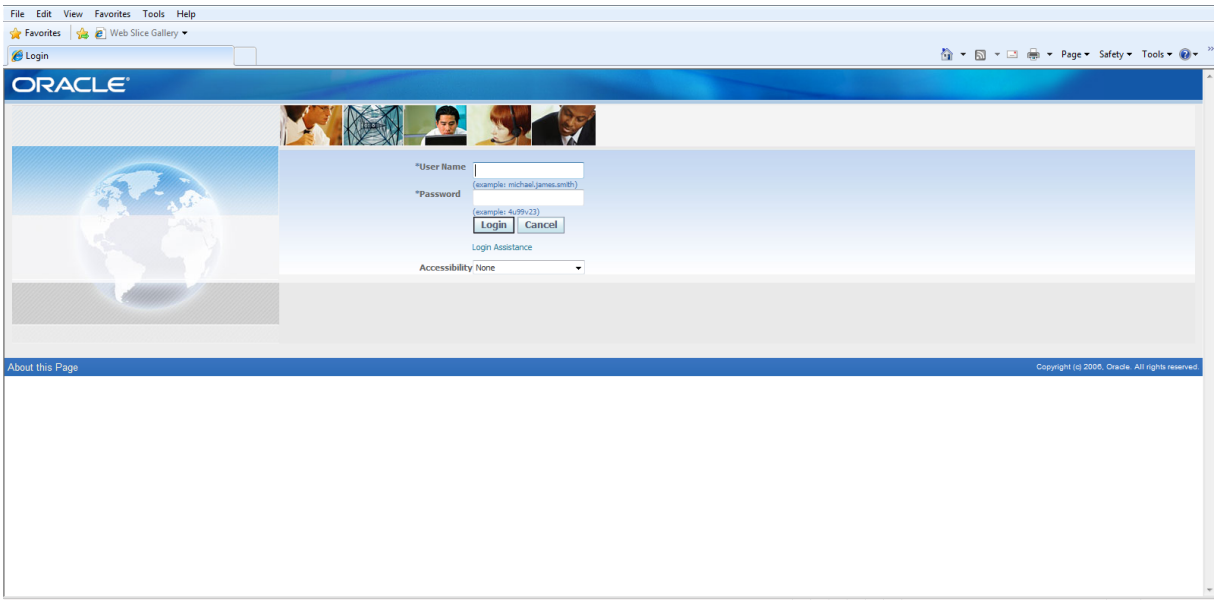
(Note: Other types of absence may be recorded locally by the manager)

SECTION 1 - LOGIN

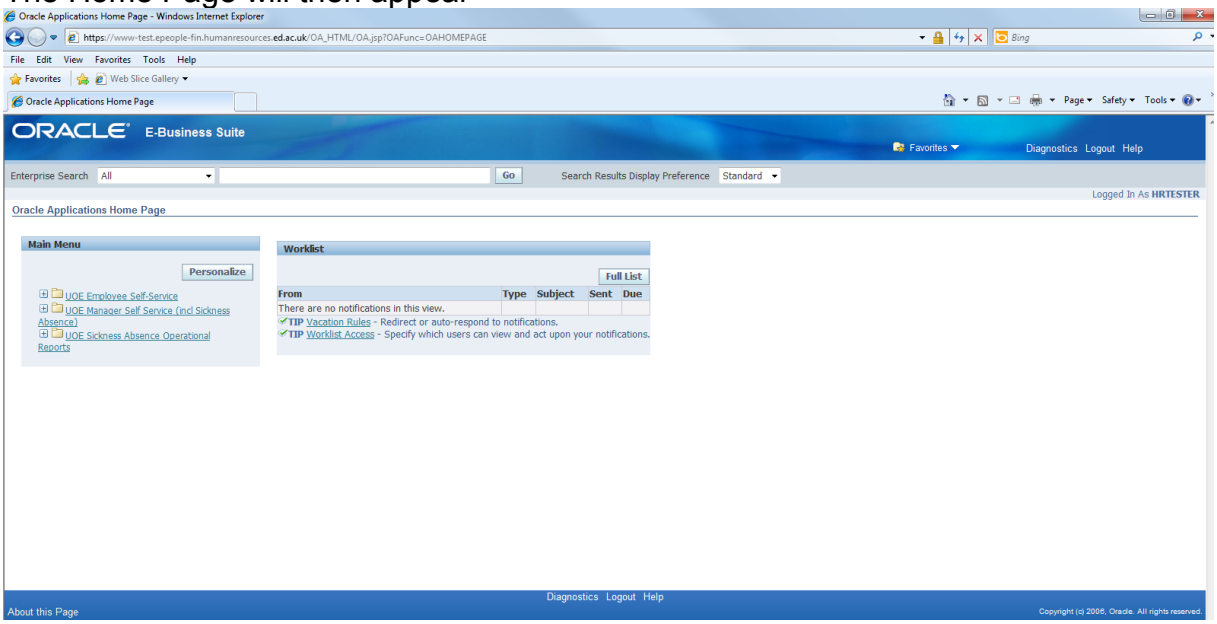
Open up Internet Explorer and go to the following URL:

https://www.epeople-fin.humanresources.ed.ac.uk/OA_HTML/AppsLogin

The login box will then appear with two fields requesting your username and password, complete these and click on **LOGIN**.



The Home Page will then appear


Oracle Applications Home Page - Windows Internet Explorer
https://www-test.epeople-fin.humanresources.ed.ac.uk/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE
File Edit View Favorites Tools Help
Favorites
Web Slice Gallery
Oracle Applications Home Page
ORACLE E-Business Suite
Favorites
Diagnostics Logout Help
Enterprise Search All
Go
Search Results Display Preference Standard
Logged In As HRTESTER
Oracle Applications Home Page
Main Menu
Personalize
UOE Employee Self-Service
UOE Manager Self Service (incl Sickness Absence)
UOE Sickness Absence Operational Reports
Worklist
Full List
From Type Subject Sent Due
There are no notifications in this view.
TIP Vacation Rules - Redirect or auto-respond to notifications.
TIP Worklist Access - Specify which users can view and act upon your notifications.
Diagnostics Logout Help
About this Page
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Click on **UOE Manager Self-Service (inc Sickness Absence)**

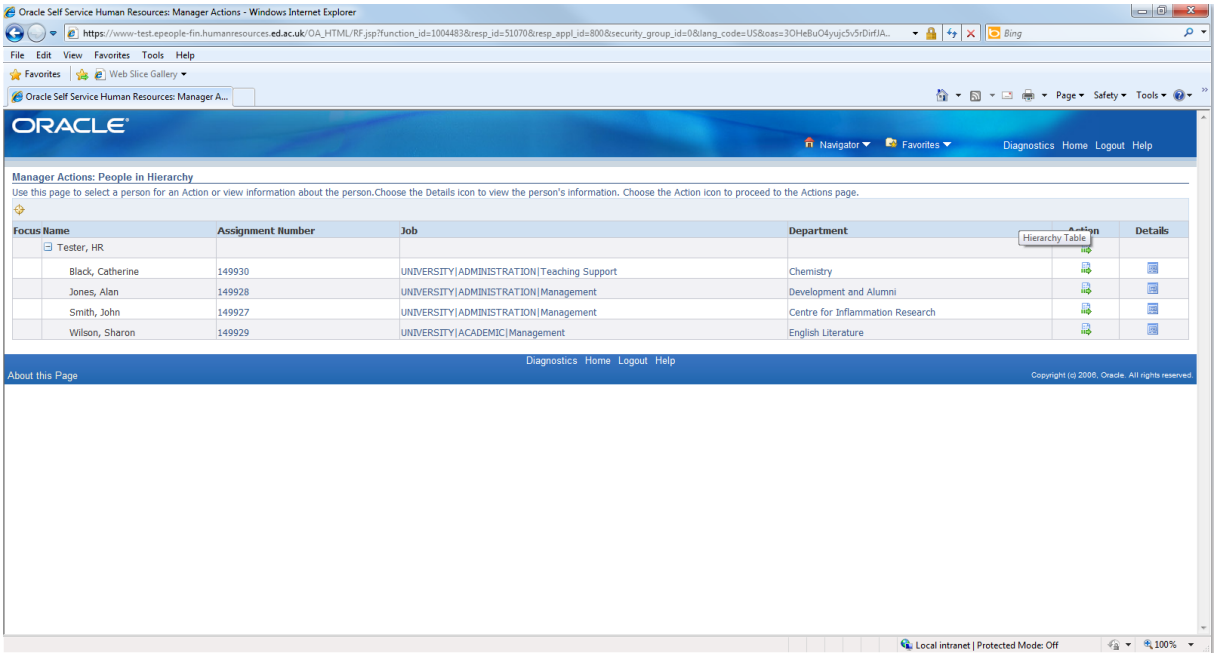
PLEASE NOTE:

Sickness Absence is recorded for an employee's primary post. If the employee has more than one post, sickness absence for the non-primary post is not recorded in Oracle.

For recording of Sickness Absence of non-primary posts, this should be dealt with outside of the Oracle system and can be recorded and kept within the department.

SECTION 2 – CREATING AN ABSENCE RECORD

The following screen appears listing those in your area you are responsible for.


Oracle Self Service Human Resources: Manager Actions - Windows Internet Explorer
ORACLE
Navigator
Favorites
Diagnostics Home Logout Help
Manager Actions: People in Hierarchy
Use this page to select a person for an Action or view information about the person.Choose the Details icon to view the person's information. Choose the Action icon to proceed to the Actions page.
Focus Name
Assignment Number
Job
Department
Action
Details
Hierarchy Table
Tester, HR
Black, Catherine 149930 UNIVERSITY|ADMINISTRATION|Teaching Support Chemistry
Jones, Alan 149928 UNIVERSITY|ADMINISTRATION|Management Development and Alumni
Smith, John 149927 UNIVERSITY|ADMINISTRATION|Management Centre for Inflammation Research
Wilson, Sharon 149929 UNIVERSITY|ACADEMIC|Management English Literature
Diagnostics Home Logout Help
About this Page
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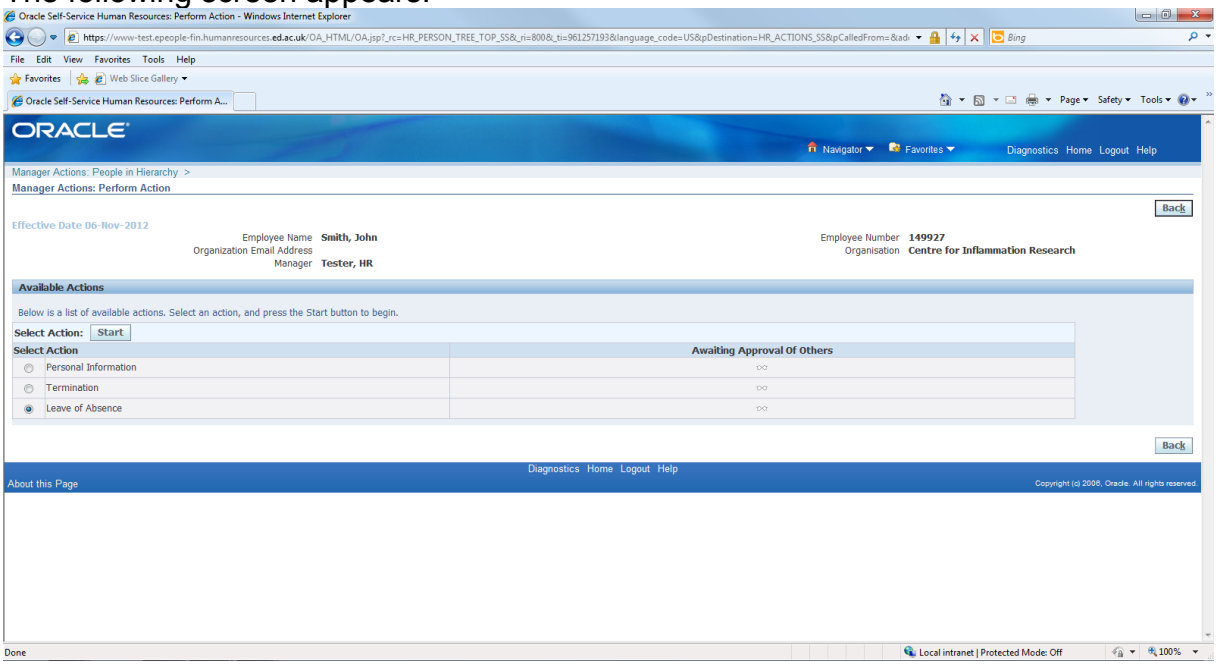
This list is in alphabetical order by surname.

Find the person on the list you need to add absence details for.
(You can either scroll down the screen or press CTRL+F, which brings up a find box in which you can enter a surname or employee number)

Please note a plus sign next to someone's name denotes that there is another list of people under them. To expand this list click on the plus (+) sign, and to hide it click on the minus (-).

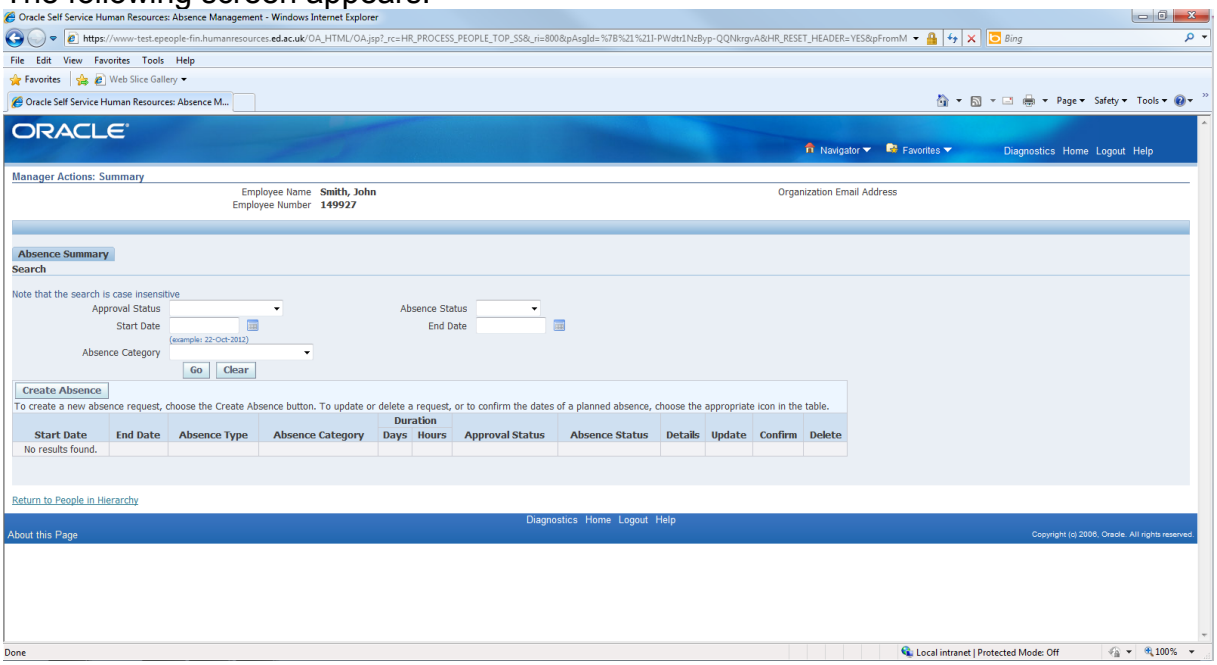
Click on the Action field

The following screen appears.



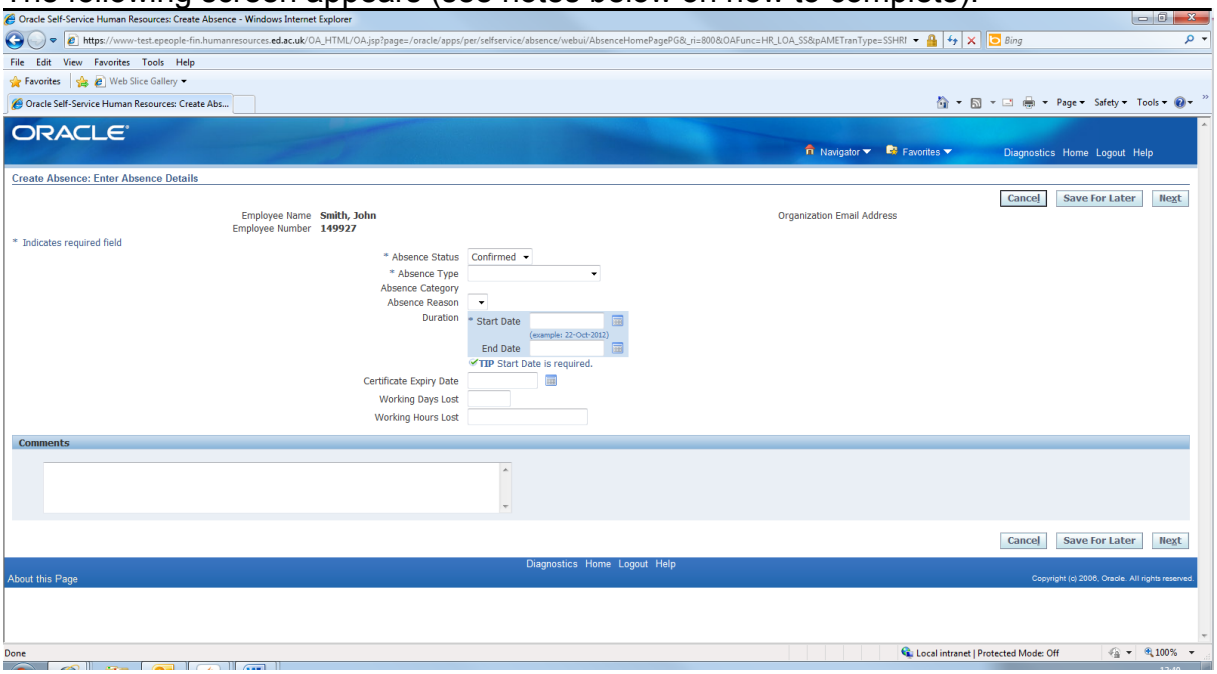
Select Leave of Absence, and then click on **Start**

The following screen appears.



Click on **Create Absence**

The following screen appears (see notes below on how to complete).



THIS SCREEN SHOULD BE COMPLETED ON THE 1st DAY OF ABSENCE

*Absence Status – select **confirmed**

*Absence Type – select the appropriate scheme

*Absence Category – will be completed automatically

*Absence Reason – select from the list available (alphabetical order)
If the reason given is not listed please choose a reason listed, if very similar.
If there is no similar reason listed choose from one of the 5 'other' reasons (e.g. other- infection) and note the reason in the comments box.
If two or more reasons are provided choose the 1st given or listed on the medical certificate and note the other reasons in the comments box.
If at all unclear please seek advice from your HR Team.

*Start Date – dd-mmm-yyyy (e.g. 01-Jan-2012)

End Date – leave blank (complete when employee returns - section 4)

Comments –
This box should only be used to note specific reasons for sickness absence, notified verbally by the member or identified on the medical certificate, that are not contained on the dropdown list.

The contents of this box along with other data entered in the sickness absence recording system would be made available to a member of staff if so requested under the Data Protection Act.

The following 3 fields should only be completed for sickness absence:

Certificate Expiry Date – dd-mmm-yyyy (if applicable)

Working Days Lost – leave blank (complete when employee returns – see section 4)

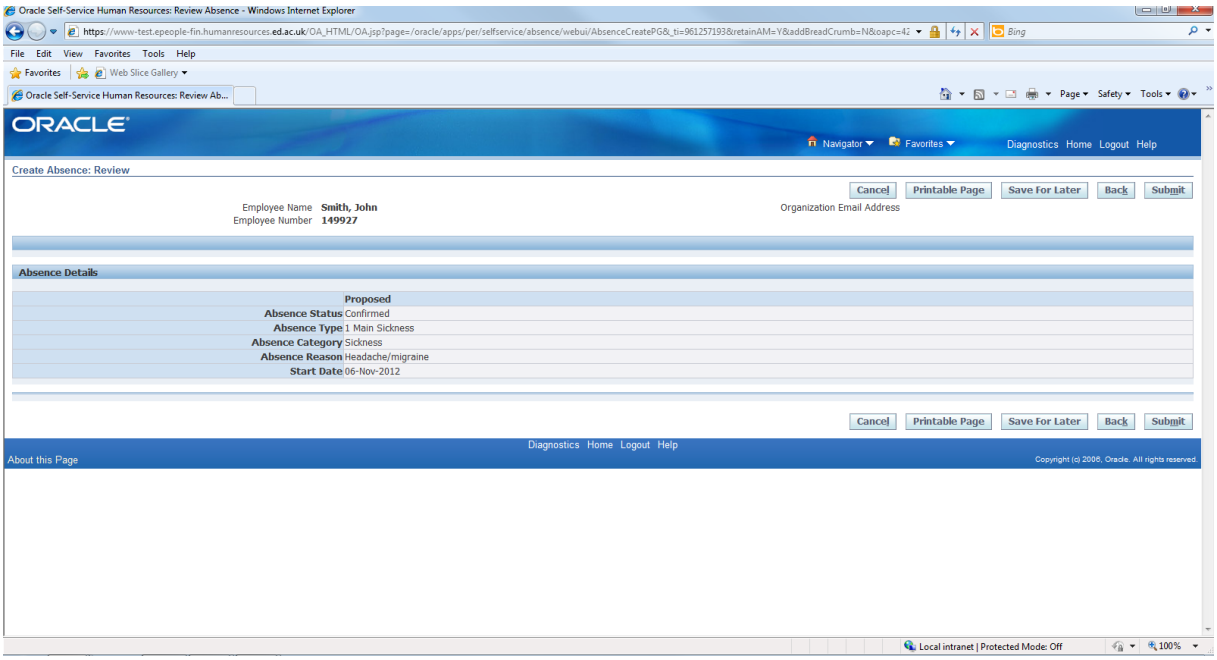
Working Hours Lost – leave blank (complete when employee returns – see section 4)

Click **NEXT**

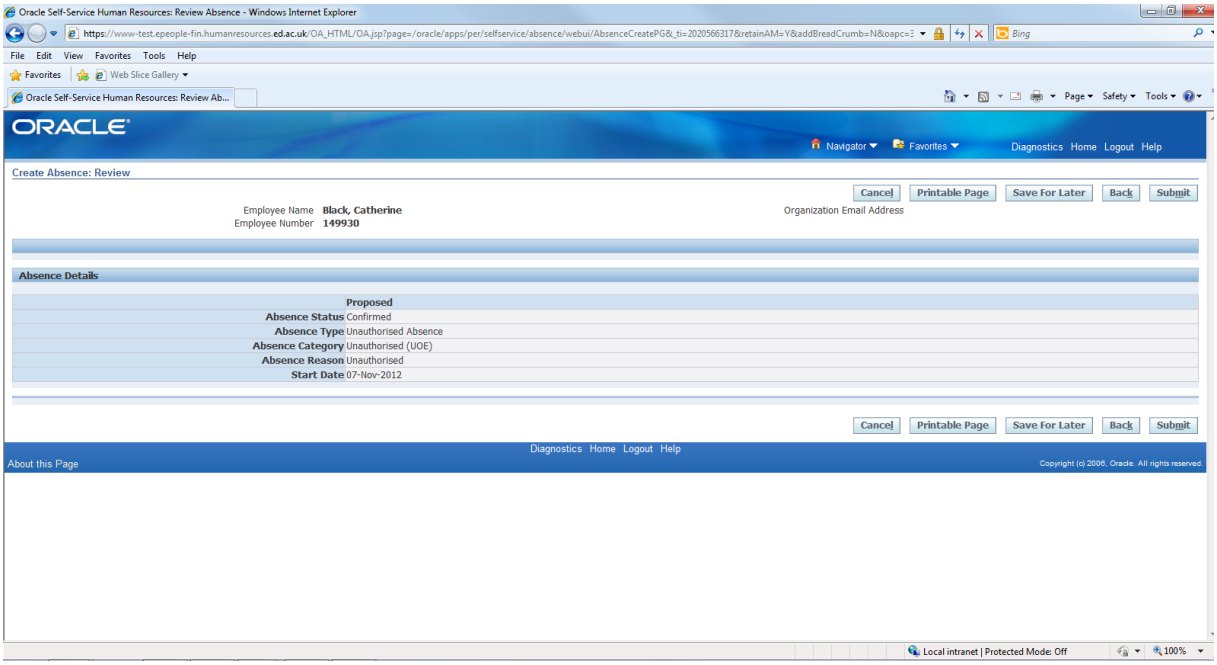
**minimum fields required on this screen*

A review screen appears showing the details you entered (example A for sickness absence, and example B for unauthorised absence)

A

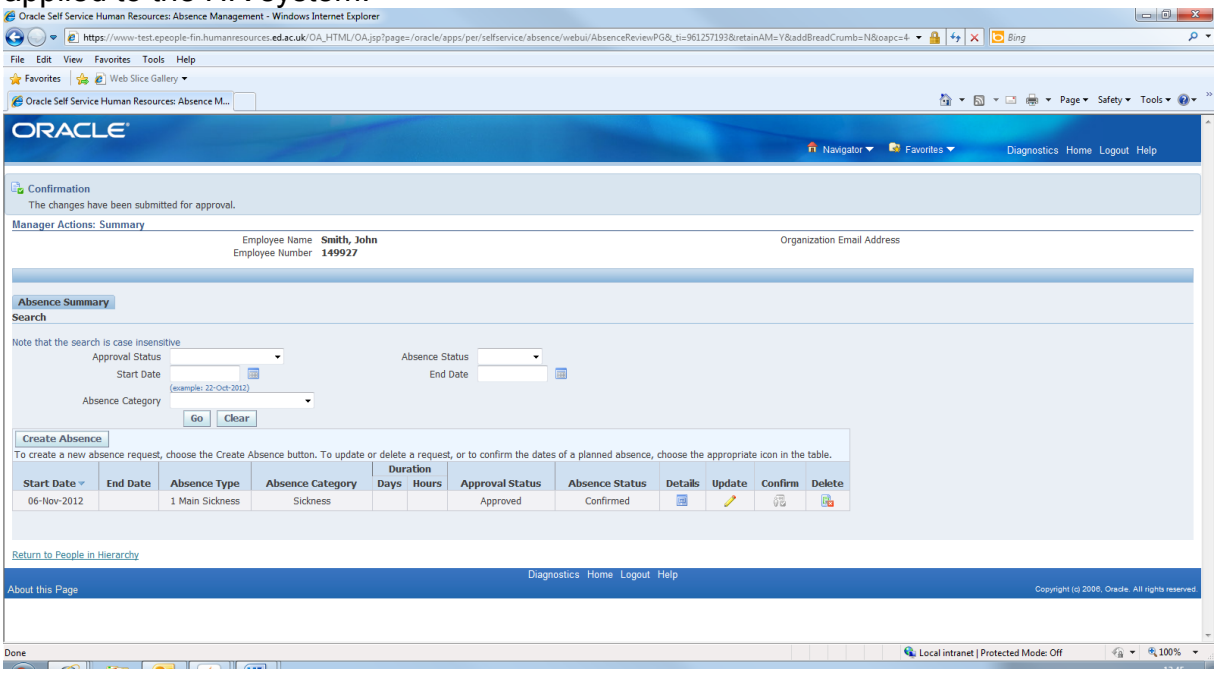


B



Click on **Back** to make amendments or **Submit** if details are correct.

The following screen appears confirming that your changes have been made. Please note that changes do not require approval, and will be immediately applied to the HR system.



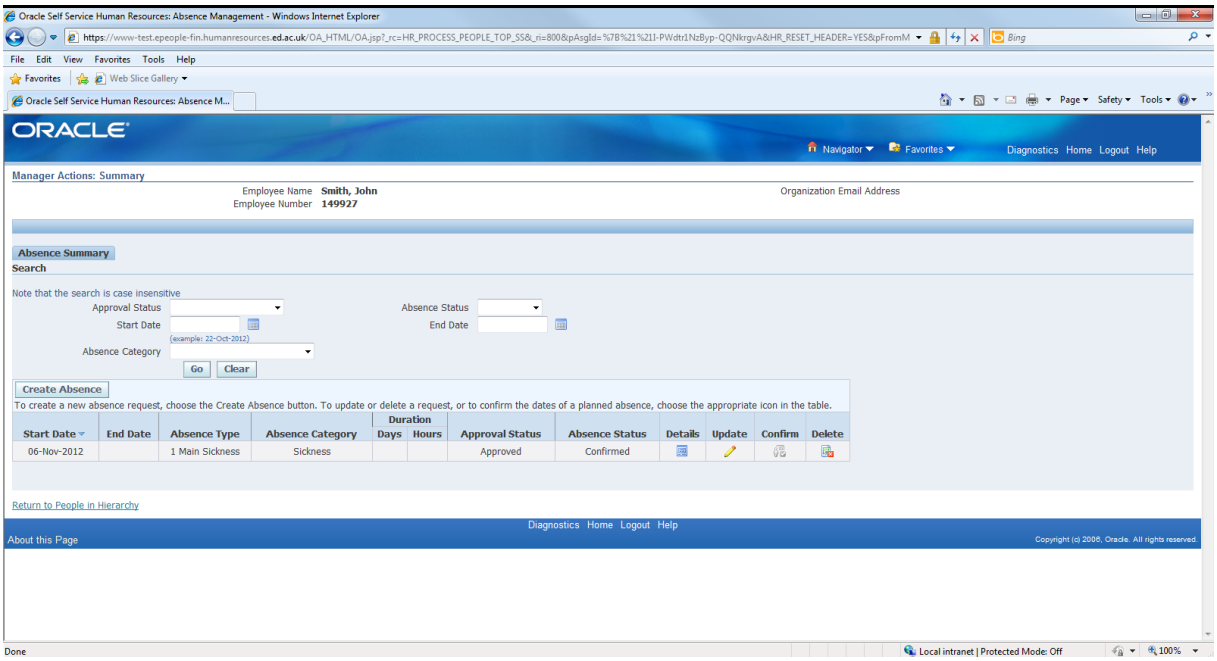
Click on:
Return to People in Hierarchy to return to your list of people
Home to return to the main menu

SECTION 3 – UPDATING AN ABSENCE RECORD

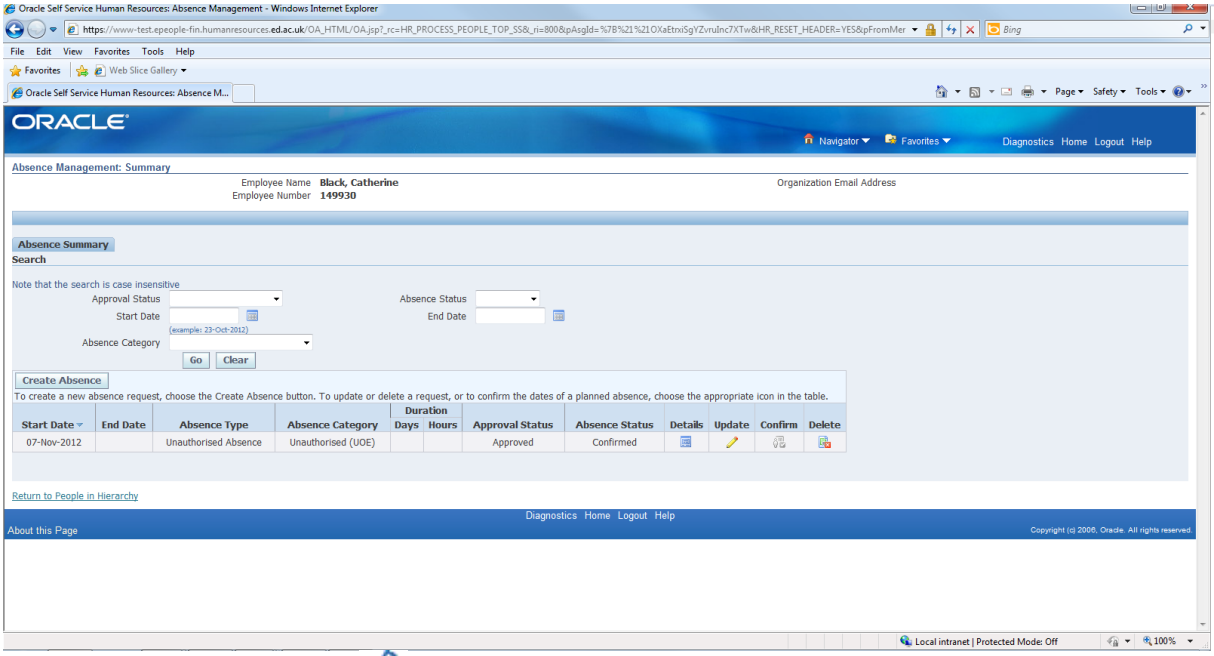
If you are not currently logged into Oracle please follow the instructions from page 1 to 3.
If you are logged in and using Manager Self Service please follow the instructions from page 3 to the first screen on page 4.

The following screen will appear. See example A for sickness absence, and example B for unauthorised absence.

A



B



Click on the Update field

FOR SICKNESS ABSENCE ONLY THE FOLLOWING FIELDS CAN BE UPDATED

- Absence Reason - If there is a **minor change** to the reason during the absence (e.g. cold to hayfever) nothing needs to be done (although you may wish to note the change in the comments box). If there is a **significant change** to the reason during the absence (e.g. cold to broken bone) you will need to close the current absence (see Section 5) and create a new record from the following day with the most recent reason.

- Comments (remember to add new comments after existing comments if these are to remain) This box should only be used to note specific reasons for sickness absence, notified verbally by the member of staff or identified on the medical certificate, that are not contained on the dropdown list. ***The contents of this box along with other data entered in the sickness absence recording system would be made available to a member of staff if so requested under the Data Protection Act.***

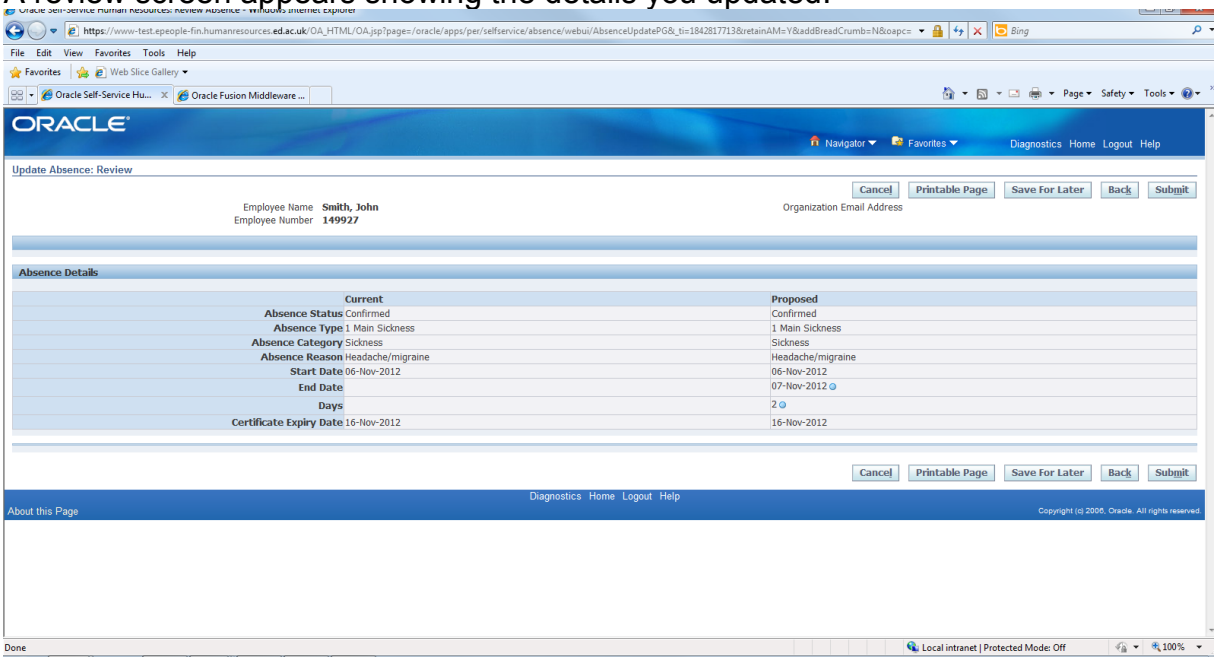
- Certificate Expiry date – dd-mmm-yyyy

FOR UNAUTHORISED ABSENCE ONLY THE COMMENTS BOX SHOULD BE UPDATED IF NECESSARY

Click **Next**

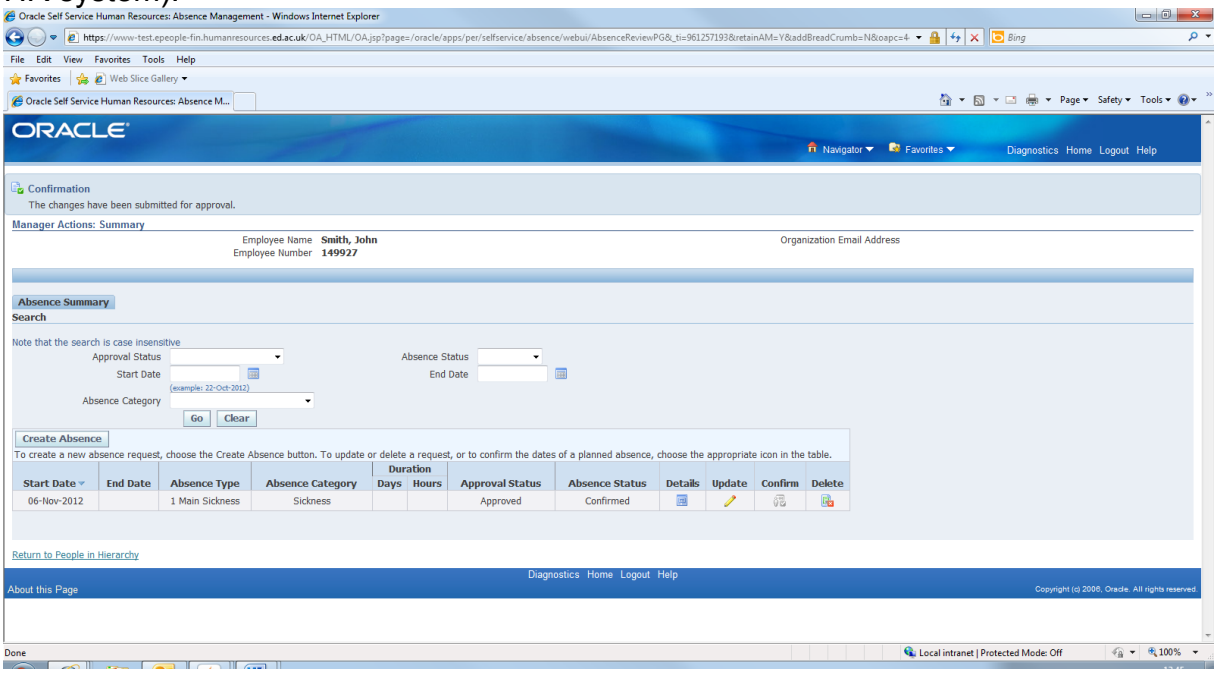
(Note: If you require to change the absence reason please see section 5)

A review screen appears showing the details you updated.



Click on **Back** to make amendments or **Submit** if details are correct.

The following screen appears confirming the details you entered (please note that changes do not require approval, and will be immediately applied to the HR system).



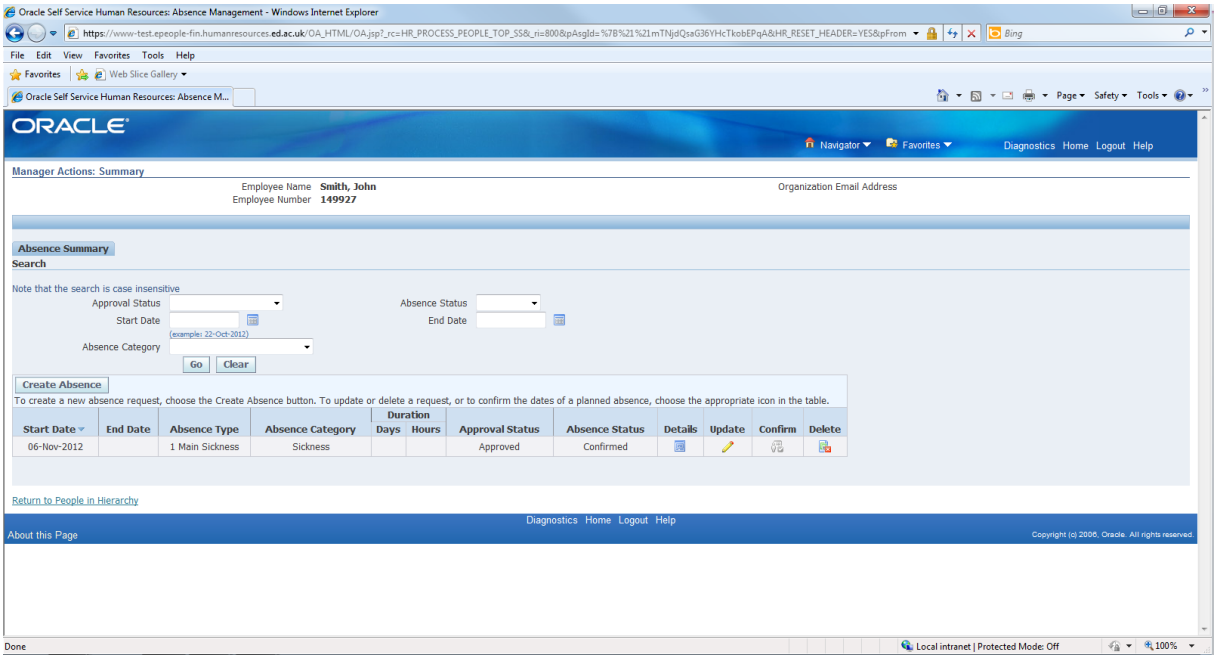
Click on:
Return to People in Hierarchy to return to your list of people
Home to return to the main menu

SECTION 4 – CLOSING AN ABSENCE RECORD

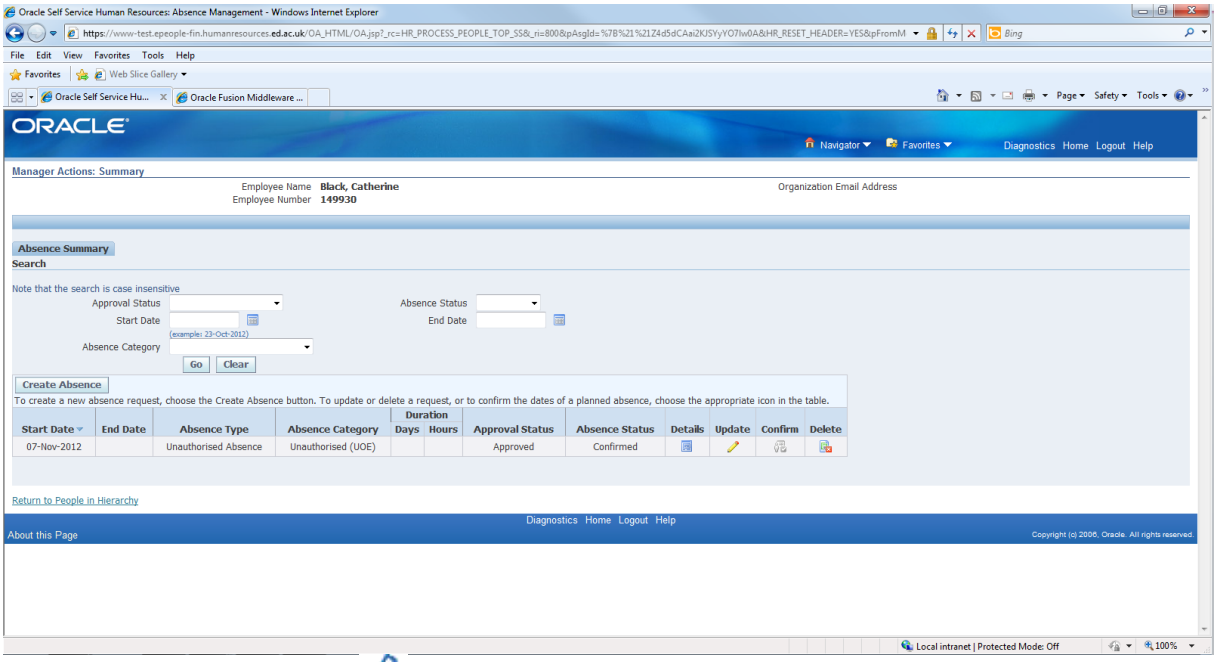
If you are not currently logged into Oracle please follow the instructions from page 1 to 3.
If you are logged in and using Manager Self Service please follow the instructions from page 3 to the first screen on page 4.

The following screen will appear (see example A for sickness absence and B for unauthorised absence).

A



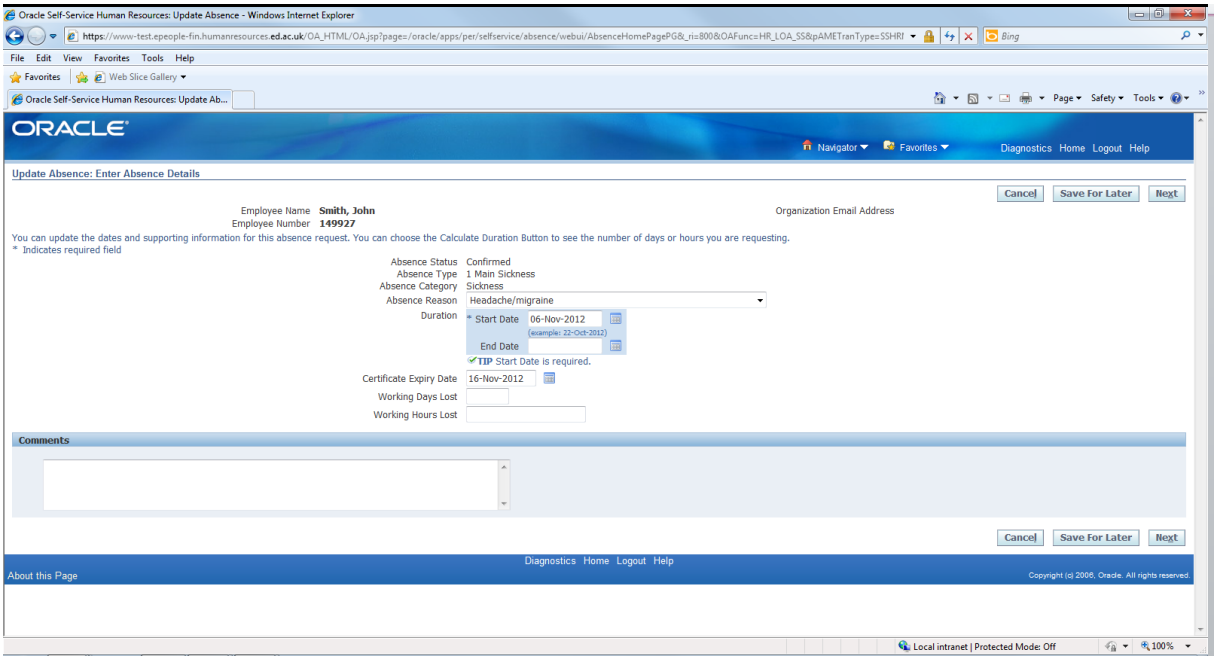
B



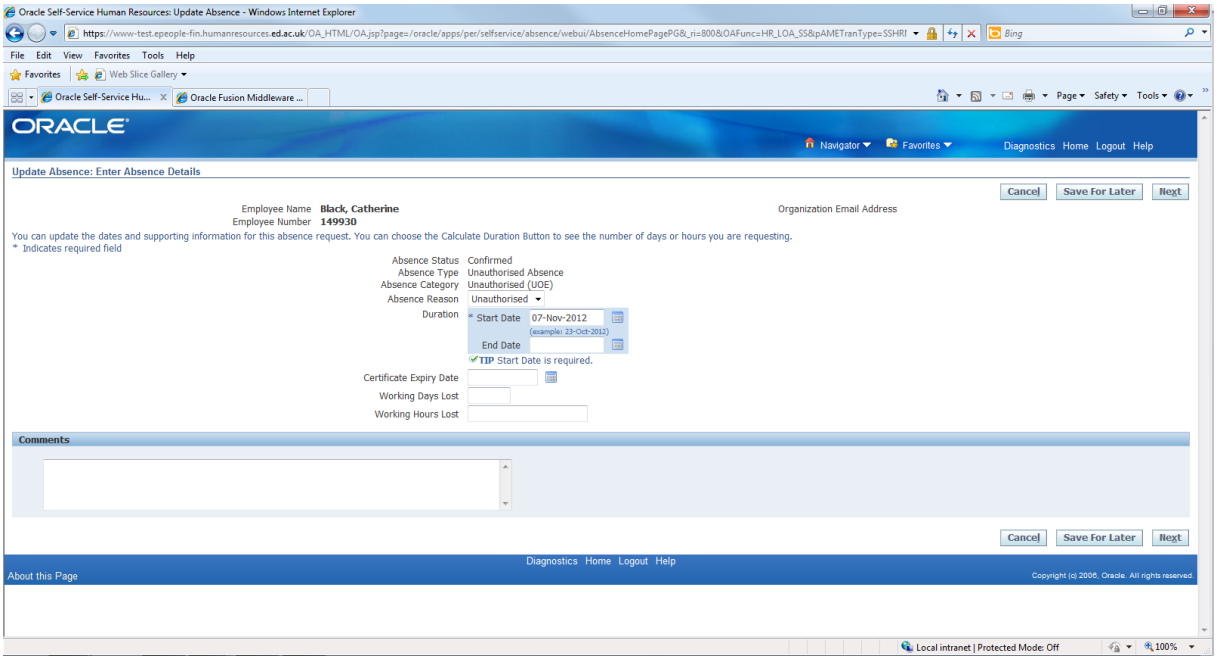
Click on the Update field

The following screen will appear (example A if sickness absence and example B if unauthorised absence).

A



B



THIS SCREEN SHOULD BE COMPLETED ON DAY OF RETURN

*Start Date – already completed

*End Date – dd-mmm-yyyy, last day employee was sick (not return date)

Comments – (remembering to add new comments after existing comments if these are to remain)

This box should only be used to note specific reasons for sickness absence, notified verbally by the member of staff or identified on the medical certificate, that are not contained on the dropdown list.
The contents of this box along with other data entered in the sickness absence recording system would be made available to a member of staff if so requested under the Data Protection Act.

Certificate Expiry Date – dd-mmm-yyyy (update if applicable)

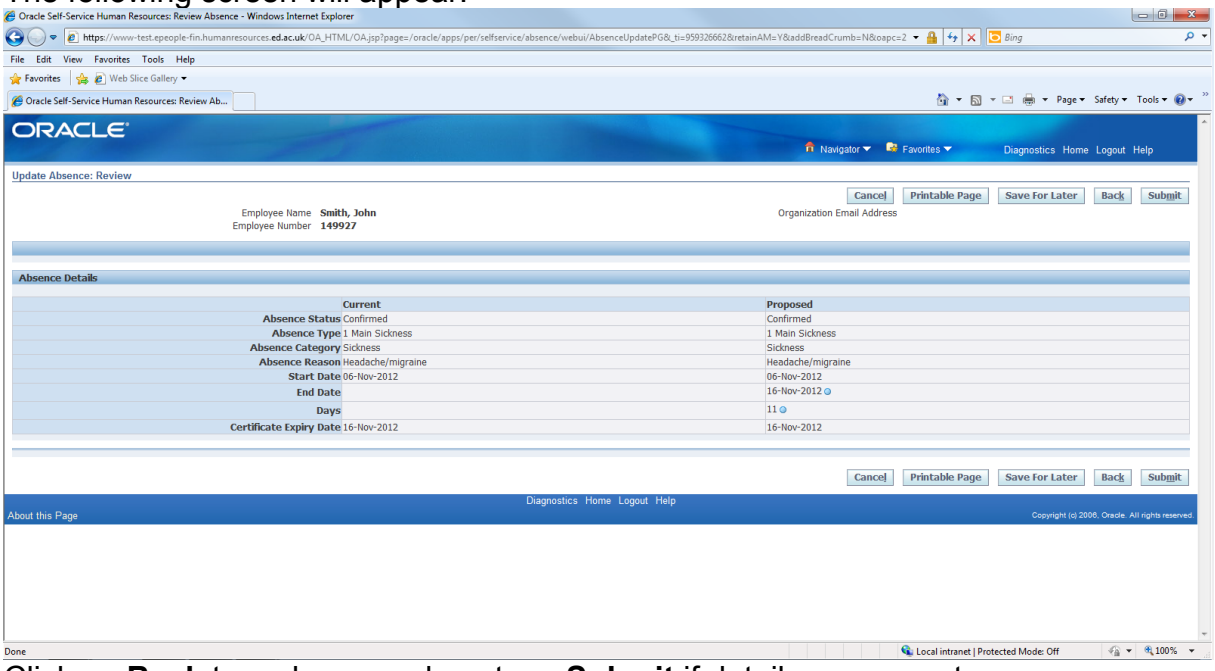
*Working Days Lost – calculate from employee's contracted days

Working Hours Lost – calculate from employee's contracted hours

Click on **Next**

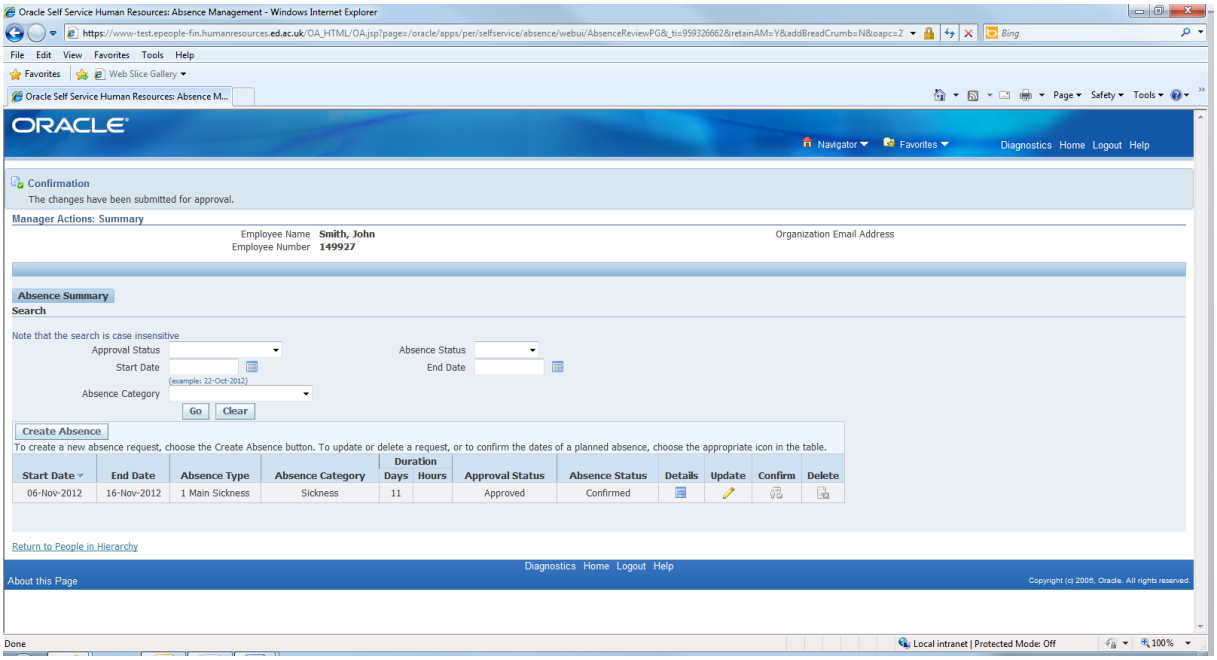
** minimum fields required on this screen*

The following screen will appear.



Click on **Back** to make amendments or **Submit** if details are correct.

The following screen appears confirming the details you entered.



Click on:
Return to People in Hierarchy to return to your list of people.
Home to return to the main menu

SECTION 5 – PROCEDURES TO AMEND AN ABSENCE RECORD

DELETING AN OPEN ABSENCE*

This must only be done where an absence record has been created in error. Delete the record and advise Salaries in order for them to amend the employee's sick pay records.
Please email the relevant details (employee's name, payroll number, information regarding deletion, your name and contact telephone number) to the appropriate contact person in Salaries (see list below) and copy in finpay@exseed.ed.ac.uk.

By employee's surname:

A-D	Shelley.Clynshaw@ed.ac.uk
E-G	Vivian.Craig@ed.ac.uk
H-J	Mandy.Wynn@ed.ac.uk
K-L	Michael.Combe@ed.ac.uk
M-R	Laurie.Curran@ed.ac.uk
S	Elaine.Turner@ed.ac.uk
T-Z	Graeme.Hillary@ed.ac.uk

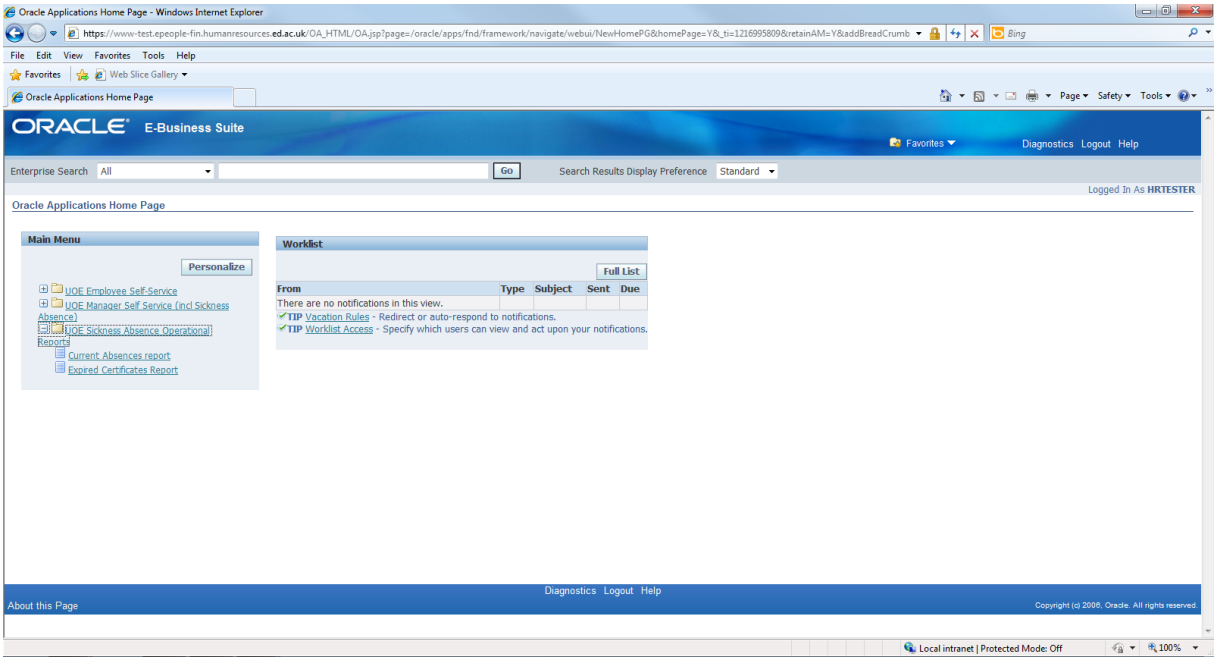
DELETING A CLOSED ABSENCE*

This must only be done where an absence record has been created in error.
Please email the relevant details (employee's name, payroll number, information regarding deletion, your name and contact telephone number) to your HR Team and copy in finpay@exseed.ed.ac.uk.
Your HR Team will delete the record from the core system.

***IF AN ABSENCE IS DELETED IT CANNOT BE RETRIEVED.**

SECTION 6 – OPERATIONAL REPORTS

If you are currently logged in (if not follow instructions in Section 1) make sure you are on the Oracle Applications Home Page (see below).
(To return to the Main Menu from your list of staff, click on Home on the top right corner of the screen.)


Oracle Applications Home Page - Windows Internet Explorer
ORACLE E-Business Suite
Favorites
Diagnostics Logout Help
Enterprise Search All Go
Search Results Display Preference Standard
Logged In As HRTESTER
Oracle Applications Home Page
Main Menu
Personalize
UOE Employee Self-Service
UOE Manager Self Service (incl Sickness Absence)
UOE Sickness Absence Operational Reports
Current Absences report
Expired Certificates Report
Worklist
Full List
From Type Subject Sent Due
There are no notifications in this view.
TIP Vacation Rules - Redirect or auto-respond to notifications.
TIP Worklist Access - Specify which users can view and act upon your notifications.
Diagnostics Logout Help
About this Page
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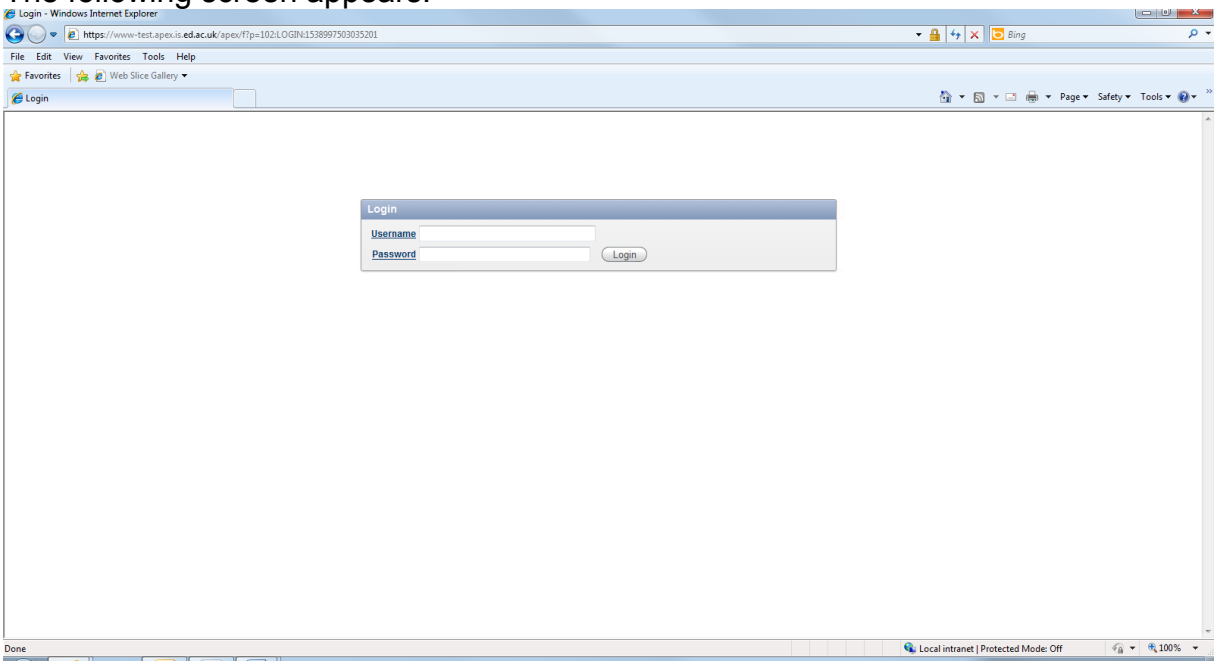
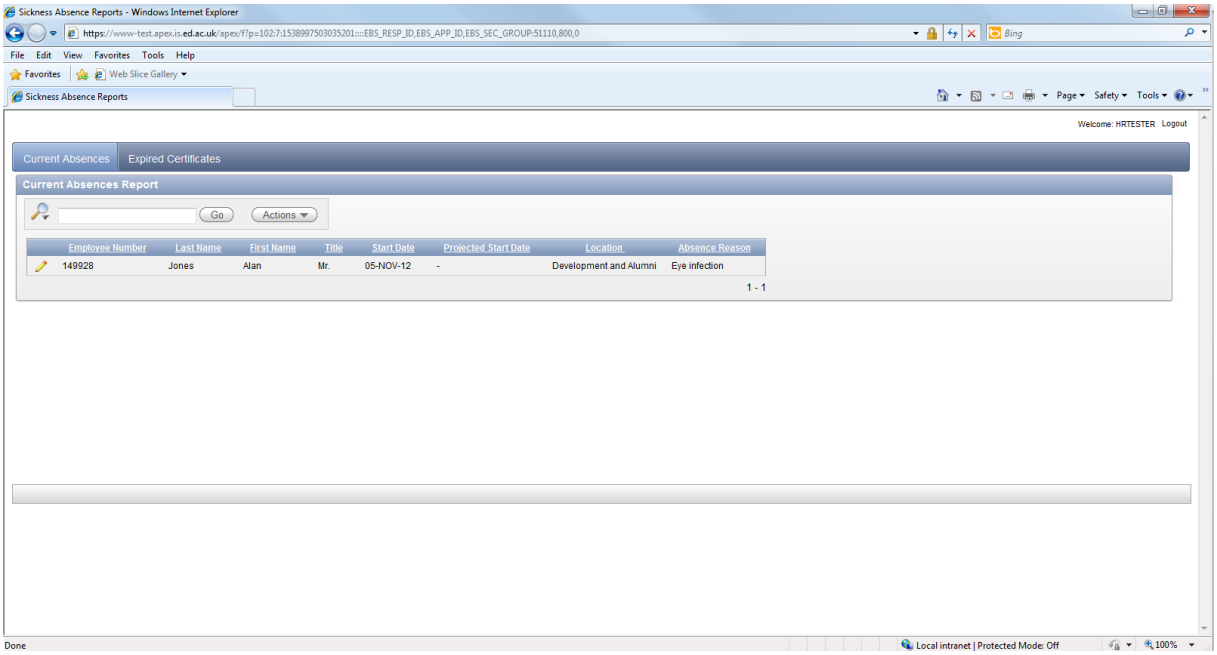
Click on **UOE Sickness Absence Operational Reports**

To view all staff in your area who are currently identified off sick:
Click on **Current Absences reports**

The following screen appears.



Enter your Oracle username and password and click **LOGIN**

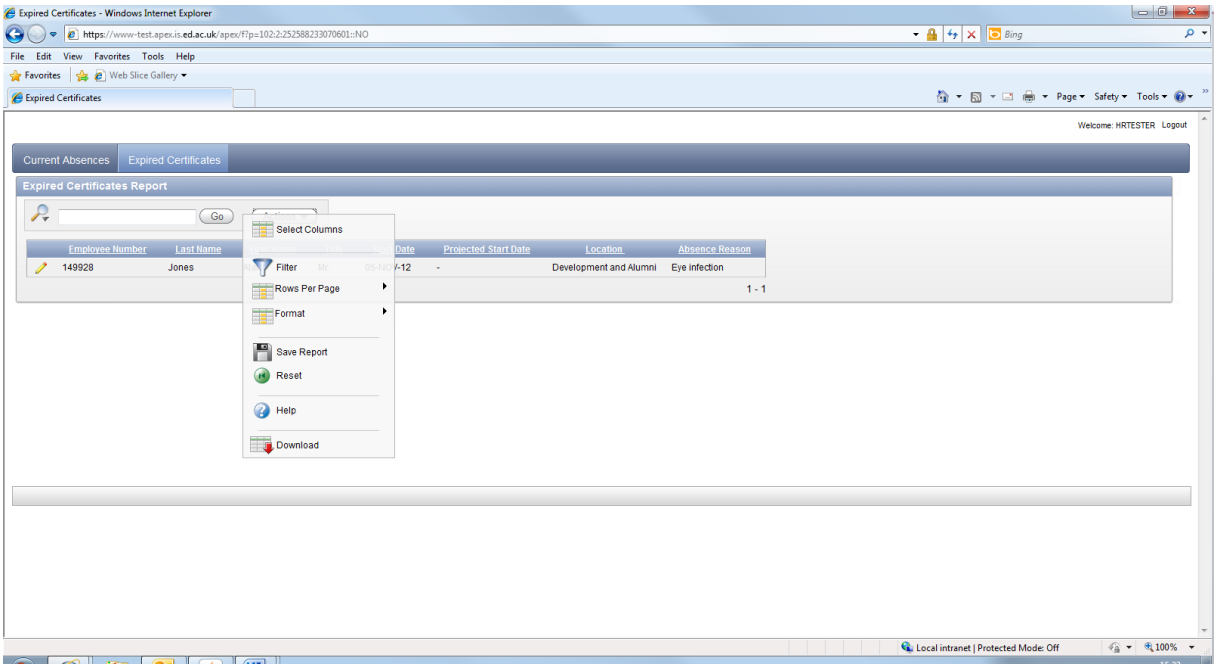


You will now see your list of current absences.

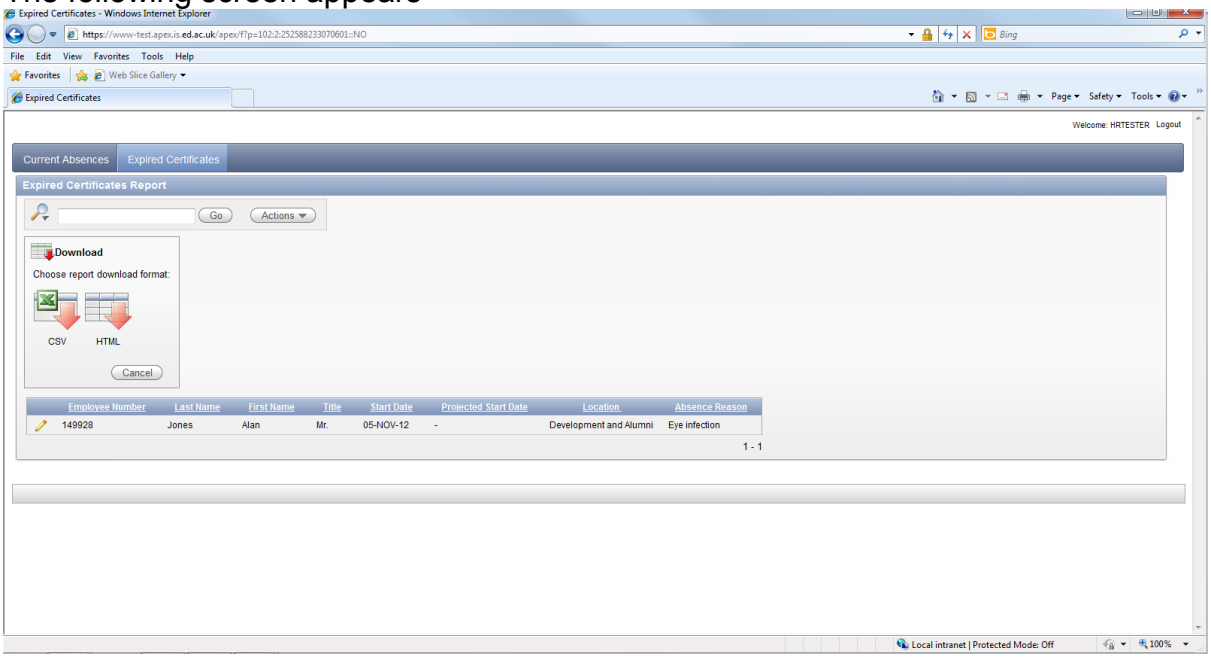
To print the screen press Ctrl P.

To close the screen, click on the X in the top right hand corner.

To download the report into either a CSV or HTML file, click on Actions and choose Download.



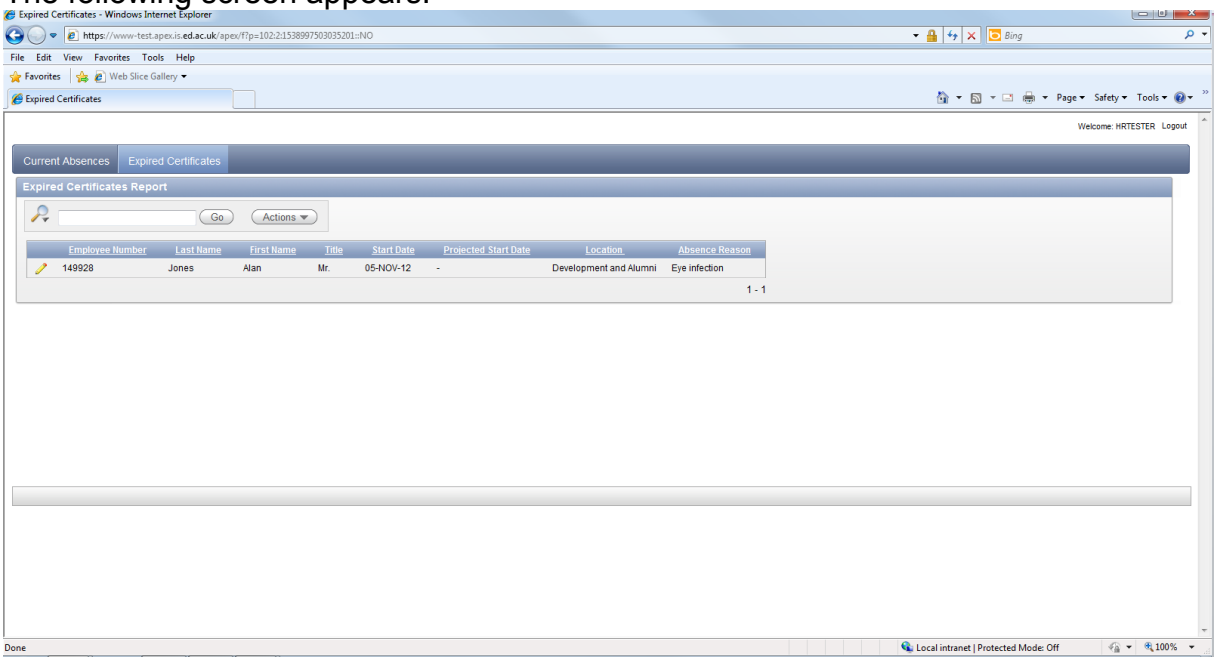
The following screen appears



Choose your report format and choose whether you want to open or save your report.

To view expired medical certificates for staff in your area who are currently identified off sick:
Click on the **Expired Certificates** tab

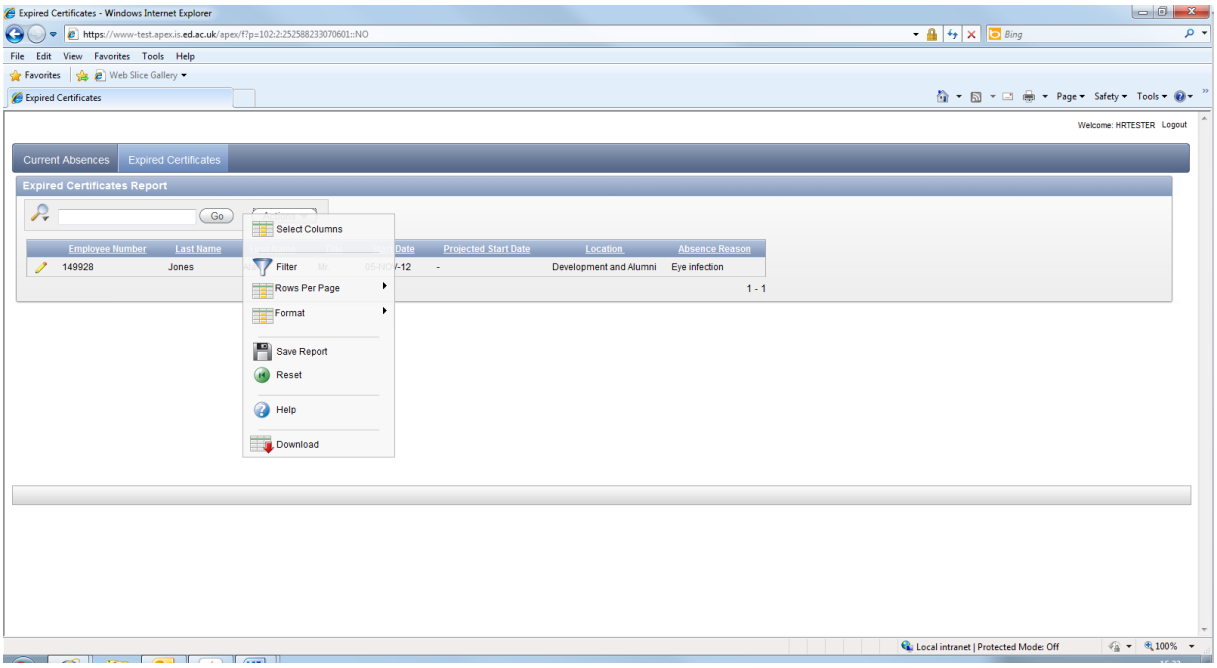
The following screen appears.



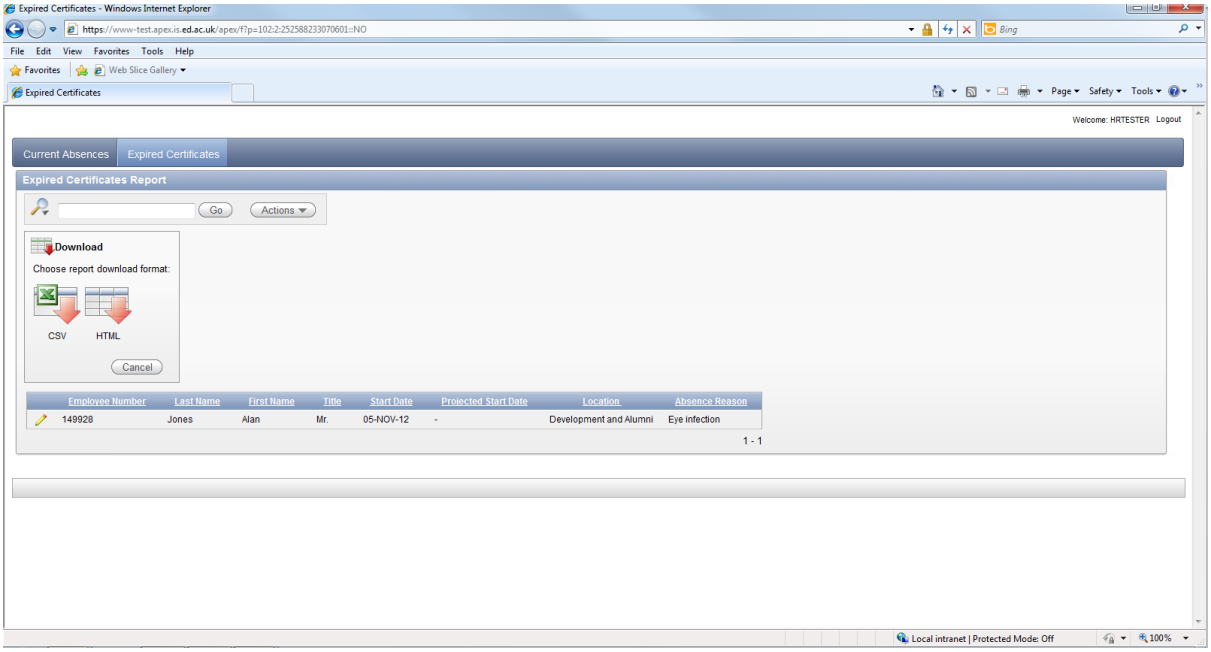
To print the screen press Ctrl P.

To close the screen, click on the X in the top right hand corner.

To download the report into either a CSV or HTML file, click on Actions and choose Download.



The following screen appears



Choose your report format and choose whether you want to open or save your report.

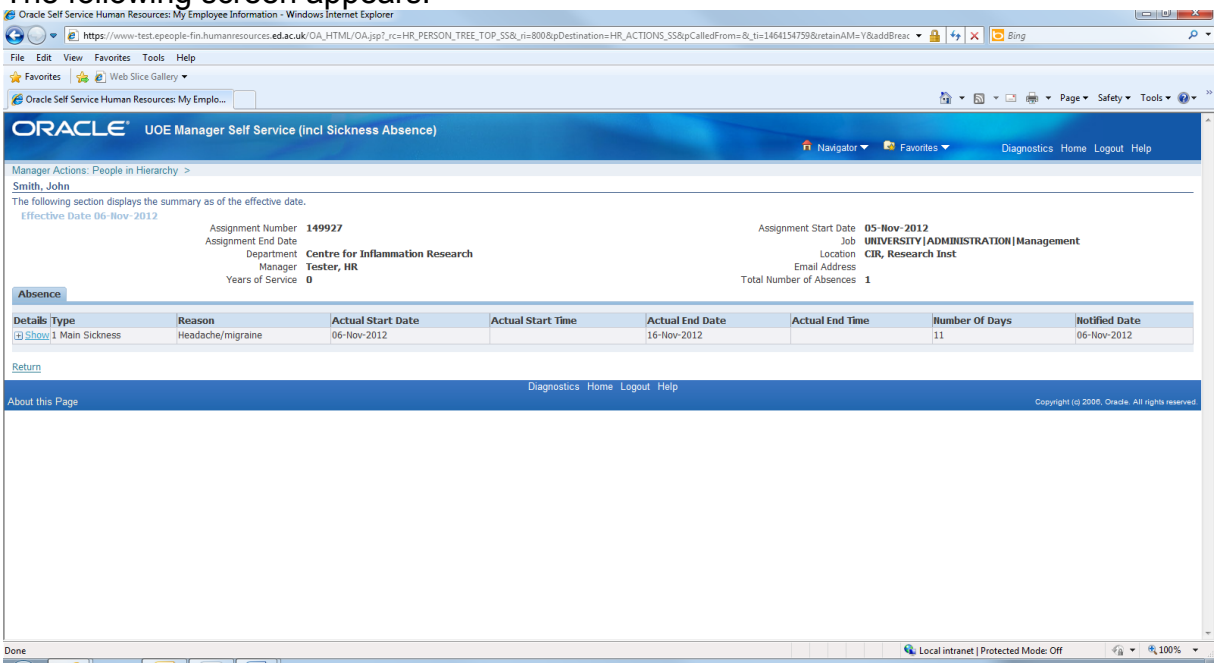
To get back to your home page, click on **LOGOUT** in the top right corner of the screen. Please note this does not log you out of Oracle.

SECTION 7 – VIEW INDIVIDUAL EMPLOYEE'S ABSENCE RECORDS

If you are not currently logged into Oracle please follow the instructions from page 1 to 3.
If you are logged in and using Manager Self Service please follow the instructions from page 3 to the first screen on page 4.

Click on the Details button to the right of the employee whose records you wish to view.

The following screen appears.


Oracle Self Service Human Resources: My Employee Information - Windows Internet Explorer
ORACLE
UOE Manager Self Service (incl Sickness Absence)
Navigator
Favorites
Diagnostics Home Logout Help
Manager Actions: People in Hierarchy >
Smith, John
The following section displays the summary as of the effective date.
Effective Date 06-Nov-2012
Assignment Number 149927
Assignment End Date
Department Centre for Inflammation Research
Manager Tester, HR
Years of Service 0
Assignment Start Date 05-Nov-2012
Job UNIVERSITY | ADMINISTRATION | Management
Location CIR, Research Inst
Email Address
Total Number of Absences 1
Absence
Details Type Reason Actual Start Date Actual Start Time Actual End Date Actual End Time Number Of Days Notified Date
Show 1 Main Sickness Headache/migraine 06-Nov-2012 16-Nov-2012 11 06-Nov-2012
Return
Diagnostics Home Logout Help
About this Page
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Done
Local intranet | Protected Mode: Off
100%

Click on **SHOW** to expand the details of the absence.